

**CALIFORNIA ARMY NATIONAL GUARD (CAL ARNG)
ACTIVE DUTY GUARD/RESERVE (AGR)
STATEWIDE TOUR ANNOUNCEMENT**

1. **Position Tour Number:** 16-04
2. **Position Title:** Personnel Services Specialist (75H20) (5 Positions)
PDSC 1324-240 TF114791
3. **Unit/Location:** Joint Forces Headquarters
Sacramento, CA
4. **Opening Date of Job Announcement:** 14 November 2003
5. **Closing Date:** 28 November 2003
6. **Maximum Grade Upon Appointment:** E5
7. **Minimum Grade Upon Appointment:** E4
8. **Personnel Eligible to Apply:** (X) Male (X) Female () OFF () WO (X) ENL
 - a. Applicants are required to obtain the DMOS of 75H within one year of accession. Soldiers who have not complete Initial Entry Training (IET) are ineligible to apply.
 - b. Soldiers applying must meet the following eligibility criteria IAW DA Pam 611-21 for the award of the MOS 75H:
 - (1) Physical demand rating of moderately heavy.
 - (2) Physical profile of 323222.
 - (3) A minimum score of 92 in aptitude area CL.
 - (4) Type at a minimum speed of 20 net words per minute.
 - (5) Formal training (completion MOS 75H course conducted under the auspices of the U.S. Army Adjutant General School) mandatory.
9. **Selecting Supervisor:** Army Division G-1 SGM
10. **Military Status:** Full-Time Military Title 32 Section 502 (f) (AGR)
11. **11. Applicants, as a minimum, must submit the following documents: If required item(s) are missing from your packet it will be returned to the applicant due to lack of information:**
 - a. NGB Form 34-1 (with signature and date). Ensure that you annotate both the position tour # and title on the top of page one of the application. (*See frequently asked questions*)
 - b. Three-quarter-length photograph in Class A uniform made within the previous 12 months. ("Official" military photograph is not required).
 - c. **Certified copy** of DA form 2-1, DD 1966-1, or Recruiter's Worksheet demonstrating qualifying ASVAB/AFCT scores. (*See frequently asked questions*)

FTM 16-04 Pers Svcs Sp (DMOS 75H)

d. All NCOERs for the past three years (Supervisor must provide written statement/memo providing information as to why soldier's NCOERs are not available. Applicants in the grade of E4 and recently promoted E5s must submit at least one current letter of recommendation in lieu of this requirement. Ensure that this letter is dated within 45 days of effective date of vacancy announcement and that it highlights job assignment, duties, and capabilities).

e. **Certified copy** of current DA Form 705 (APFT) demonstrating passing APFT within six months for "onboard" AGR soldiers and within 12 months for M-day guardsmen. Height and weight must be annotated. (*See frequently asked questions*)

f. Body fat Worksheet, if applicable.

g. Current chapter 2 (enlistment standards) or chapter 3, AR 40-501 (retention standards) physical (SF 88 and 93 or 2808 & 2807).

h. DA Form 4970 Cardiovascular screening (over 40 soldiers).

i. RPAS statement.

j. All DD forms 214 – copy must include bottom portion that identifies SPD code.

12. Duties and Responsibilities: Responsible for maintenance of enlisted personnel records and processing personnel actions concerning service members and their families. May process personnel requests for transfers, classification/reclassification, discharges. Process, review and maintains NCOERs and awards. Process requests and prepare ID cards and tags. Process and execute SIDPERS level procedures and actions. Performs other duties as assigned.

13. Applicants selected for AGR, and meeting any one of the following disqualification, will require a HQDA, DCSPER waiver prior to entry:

a. Unable to serve at least five (5) years on AGR status before achieving eighteen (18) years active federal status or mandatory removal date.

b. Entitled to military retired pay.

14. Applicants who answer YES to questions 8, or 12-18 of section IV, NGB Form 34-1, or have not completed Initial entry training (IET) are ineligible to apply to include soldiers who have **DD214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4,26, AR 135-178 Chapter 8,3 and 635-200 Chapter11.**

15. SUBMIT APPLICATION TO: JFHQ, ATTN: CAJS-HR-AGR, Box 37, 9800 Goethe Road, Sacramento, CA 95826-9101 (916) 854-3404.

NOTE: If you require a certified copy of DA Form 2-1 and/or RPAS statement, a format written request must accompany your application package. COMPLETE APPLICATION **MUST BE RECEIVED IN HR-AGR** NOT LATER THAN THE CLOSING DATE SHOWN IN BLOCK #5.
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INCOMPLETE APPLICATIONS WILL BE RETURNED as INEGLIGIBLE. Additional copies of this announcement may be obtained from our website at www.calguard.ca.gov/cahr.

16. If selected for this vacancy, and you are not an on-board AGR soldier, you will be required to provide evidence of chapter 2 medical examination, taken not more than 24 months prior to the AGR tour start date. The medical examination must indicate compliance with the requirements of chapter 2, AR 40-501 and accomplished at an active military medical facility or Military Entrance and Processing Station (MEPS). HIV testing must be current within 6 months. Female applicants must submit evidence of having taken a pregnancy test, with negative results, within 30 days of being hired.

17. EQUAL OPPORTUNITY: The California National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factor.